CENSUS DEPARTMENT.

(All Census correspondence should be treated as (*Urgent.*)

OFFICE OF THE CENSUS SUPERINTENDENT IN MYSORE.

No. 25—Census 1911, dated 15th October 1910.

From—The Census Superintendent in Mysore, Bangalore.

To—The Deputy Commissioners of Districts.

...ring to para 7, Section IX of the Census Procedure Code, I have the honor to state ...er to secure correct entries in the various columns of the Enumeration Schedule, it ... that the Supervisors and the Enumerators should be carefully and systematically ...rehand. It is not sufficient to supply them with printed rules and instructions as ...t cases are not read with care and even when read are not understood properly. ...ds on an extended and methodical training of the whole of the Census staff.

...e great point to remember in organizing and carrying out the training of the ...is that the instructions must filter down from the Deputy Commissioners to the ... The Supervisors must not try to teach the Enumerators until they have been ...by the Charge Superintendents or some other superior officer; and the latter ...re instructions from the Sub-Divisional Assistant Commissioner or other superior ...thoroughly master the rules on the subject before attempting to train his Supervisors. ...best way of imparting the knowledge of the rules is by carrying out test enume- ...explaining the mistakes that thus disclose themselves. For this purpose the ...intendents should be required to do some enumerations personally and to submit ...s so filled up by them to the Sub-Divisional Assistant Commissioners for check ...with a note of any special points of doubt and difficulty that might have arisen ...quire orders. These Schedules should at once be checked by the Sub-Divisional ...missioners and returned to the Charge Superintendents with such instructions ...es committed and the points raised by them might call for, a copy of these ...ing at the same time sent to you by the Sub-Divisional Assistant Commissioners ...n or such further orders as circumstances may require. This should be done ...arge Superintendent is found to have thoroughly familiarised himself with the ... to enumeration and the practical application thereof in filling up the Schedules.

...next step will be for the Charge Superintendent to collect together his Super- ...merators in batches at a convenient centre or centres in each hobli and take ...to enumerate the residents in a number of houses explaining to them as each ...merated how the columns should be filled up and what mistakes should be ...t.

...Supervisor after being trained as above, should similarly repeat such practical ...e to time to the Enumerators of his circle.

...hole programme of instruction should be so arranged and carried out that ...or should be thoroughly drilled in his duties before the preliminary enumera- ...ed.

...be borne in mind that the centres for training should be so fixed as not to ...sors and Enumerators far away from their homes. They are, for the most part, ...cy and care must be taken not to cause them unnecessary trouble or incon-

...t that you will be so good as to issue such instructions as you may deem ...the officers concerned in the matter of giving a methodical training to the ...sus staff on the lines indicated above.

...nstructions from this office, the Press Superintendent has already sent to you a ...le Forms solely intended for practice during the training of the Census staff ...tributed to the several Charge Superintendents according to the requirements ...ld the printed forms supplied prove insufficient, they may be supplemented ... paper.

...ase of special institutions like Hospitals, Jails, Lock-ups, etc., the co-opera- ...s in charge of these institutions should be secured for the training of the ... the institutions.

...lusion, I request that you will be so good as to instruct the Sub-Divisonal ...ioners to take every opportunity during their tours to see by actual tests ...nd Enumerators are properly trained and fully qualified to discharge their

...r weekly Progress Reports, the heading "Appointment of Enumerators and ... be altered to "Appointment and training of Enumerators and Supervisors" ... may be added under the headings explaining the work done by the Charge ...wards the training of the subordinate Census staff.

I have the honor to be,
Sir,
Your most obedient servant,
V. R. THYAGARAJA AIYAR,
Census Superintendent.